



PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

POSITION: **Back-up Peace Corps Medical Officer (Less than Half Time)**
This is a one year contract with two options years.

OPENING DATE: **6 May 2015** **CLOSING DATE:** **20 May 2015**

The United States Peace Corps seeks a Medical Doctor, Nurse Practitioner or Physician Assistant to serve as a contracted Peace Corps Medical Officer (PCMO) when the full-time Medical provider is not available and during high season. The back-up provider shall provide direct patient care, referrals to outside medical consultants or facilities, i.e. hospital or emergency department, depending on the specific in-country arrangements, and assist with administrative duties and health education when indicated. When on duty, the back-up provider shall be available around-the-clock by telephone or be present in the Health Unit.

DUTIES INCLUDE:

- Routine primary health care to Peace Corps Trainees and Volunteers including treatment of common illnesses and injuries in accordance with Peace Corps medical guidelines
- Individual short-term counseling on disease prevention, adjustment issues, stress management and cross-cultural problems
- Response to emergency medical situations
- Site visits to Peace Corps Volunteers throughout Albania
- Administrative tasks of the medical office including budget management

Qualifications and Evaluation Criteria

Candidates must meet all Requirements. Candidates will be further evaluated on exceeding the minimum requirements, as well as additional qualifications presented.

Requirements

- Graduate of accredited school.
MDs must be a graduate of a school listed in this link, Foundation for Advancement of International Medical Education and Research
<http://www.faimer.org/resources/imed.html>
- Current license to practice
- At least 3 years experience in a professional practice, hospital or clinic setting
- Ability to communicate effectively in oral and written English
- Experience in managing mental health issues including counseling of patients
- Working knowledge of Microsoft Word, Excel, Access, Outlook
- Ability to work effectively as part of an intercultural team
- Ability to work with minimal supervision
- Valid passport
- Ability to maintain clear background certification by U.S. Embassy

Position Elements

- Work on an as-needed basis: sometimes for a full work week, other times carrying the duty phone over a weekend, or sometimes one or two days in a week.
- Some travel within Albania, and may have occasional travel outside of Albania.
- Supervised by: Peace Corps Country Director in Albania and the Peace Corps Office of Medical Services in Washington DC.

- Supervision exercised: none

Compensation

The Peace Corps is an equal opportunity employer and it is the policy of the Peace Corps to provide equal opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of Peace Corps Albania to pay wages similar to those paid by other local employers for similar work. The hiring grade is the approximate equivalent of FP 12. The exact amount of salary will depend on the qualifications and experience of the candidate directly related to this position.

TO APPLY FOR THIS JOB:

Interested applicants for this position must submit the following or the application will not be considered:

1. A resume or C.V. that includes:
 - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving
 - Education and training, identifying universities attended, dates of attendance, degrees and diplomas.
 - Professional licenses, certificates, registrations
 - An accounting for periods of unemployment longer than three months
2. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. (One must also be from the current employer.)
3. Photocopies of:

Academic diplomas. Please note, in addition to a copy of the academic diploma, the applicant must submit an official academic transcript and curriculum.

Professional licenses. If the license does not have an expiration date, written confirmation must be submitted directly from the issuing authority. Please note, if a license is not required, rather, the medical diploma is the license to practice, written confirmation, issued directly from the professional medical board, Ministry of Health or other appropriate regulatory authority establishing that the candidate is properly credentialed for medical practice, is required.

Certificates of all post graduate training, internships, residencies, fellowships

Professional registrations
4. Any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Application packages must be addressed to the Director of Management and Operations, and can be submitted Monday through Friday from 9:00 A.M. to 5:00 P.M. at the Peace Corps office at Rr. Besnik Sykja, Nr. 15, Or by mail to Peace Corps Albania, PO Box 8180, Tirana, Albania, Or via email to information@al.peacecorps.gov. Only complete applications received on or before May 20, 2015 will be considered. Only qualified candidates will be contacted.